

Lease Non-Renewal Letter

Date_____

Dear Tenant,

This letter informs you that your current lease at _____ will expire on _____. Per the terms of the attached lease agreement, your last payment is due on _____. At this time, your lease will not be renewed.

As a result, you are required to be entirely removed from the premises by midnight on _____. You continue to be responsible for fully complying with all terms and conditions of your current lease, including payment of your monthly rent in full through the end of your current lease. Your security deposit may not be used as a rent payment.

The detailed move-out instructions are attached. Please review them carefully and ensure your compliance with all requirements prior to moving out of the premises. Please sign and date the acknowledgement below and provide it to the undersigned. A response is needed by _____.

Sincerely,

Name

Landlord Signature

Landlord Address

Landlord Phone No.

Landlord Email

TENANT ACKNOWLEDGEMENT

I _____, am a tenant at _____. I
acknowledge that my lease expires on _____ and will not be renewed. I have
read the attached move-out instructions and will complete all required tasks by
_____.

Tenant Signature

Date